

# Town Manager's Monthly Report for October 2020



## TOWN MANAGER'S UPDATE ...

- Attended virtual ICMA Annual Conference September 21-25, 2020
- Worked with Bonnie Ram on ACT presentation – October 2, 2020
- Attended Governors Covid -19 calls - October 6 and 20, 2020
- Attended virtual State-wide FOIA Coordinator training – October 8, 2020
- Presented “Women Leading Government” training to IPA Clerks Class - October 9, 2020
- Attended ACT meeting - October 14, 2020
- On October 13, 2020, our computer server broke down. WTG was able to provide a work around that has left our system with slow response time. We have ordered the new server and awaiting its installation in the next two weeks.
- Conducted the Beach Service Bid Opening at 4pm on October 16, 2020 (held virtually). Steen’s Beach Service of Bethany was the only bidder. The bid was reviewed and found to be satisfactory. Council approved and accepted the bid at their October 23, 2020 Council meeting. The contract is being prepared by Town Solicitor, Mary Schrider-Fox.
- Attended the following virtual and free webinars:
  - Improving Equity with the Right Tools – October 20, 2020
  - Charting Your Future-Developing Your Own Strategic Plan – October 22, 2020
  - Effective HR Policies and Procedures for the “New Normal” – October 27, 2020
- Attended the Charter and Ordinance Committee meeting on October 23, 2020
- Attended the DNREC/ACT Briefing on the Oil Spill in Delaware Bay on October 23, 2020
- Attended the Town Council meeting on October 23, 2020
- Attended the ICMA 2020/2021 Executive Board Strategic Planning Session virtually on October 24, 2020
- Met with Granicus to discuss rental property tracking software for Fenwick Island on October 29, 2020. An additional meeting is scheduled in November to discuss the software and its cost benefits.
- Royal Farms sidewalks were completed satisfactorily and their final certificate of compliance was given by October 30, 2020.

## Sidewalks

- Representative Gray was able to include \$250,000 in the State’s FY 2020 bond bill for Coastal Highway Sidewalks – June 2019
- Fall 2019, We have received approval from the State to begin work.
- We were pleased to learn the Fenwick Island sidewalks are part of the Proposed FY21 to FY 26 DelDOT Capital Transportation Program. The sidewalk project was ranked 13 out of 116 projects. We attended the public hearing in Georgetown to encourage the project be moved up. Planning and Engineering are scheduled to start in July 2023,

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right-of-way work will begin in July of 2025 with construction beginning most likely in July 2026.

- We are seeking proposals for engineering work on a five- block sidewalk project scheduled to begin in Fall of 2020.
- Met on October 8, 2019 to discuss Kercher proposal.
- Met on November 20, 2019 to discuss Century Engineering proposal.
- We are recommending the Century Engineering proposal be accepted.
- Kick off meeting was held on January 28, 2020.
- CTF funding approved and equipment ordered.
- Initial Plans were presented in May2020.
- Fenwick Island Sidewalks are still in the DelDOT Capital Transportation Program; however, they have been moved to FY 2026 and are ranked 26<sup>th</sup>.
- We are working with Century Engineering to pursue a TAP grant.
- Along with Committee Chair Carmean, Council member Weistling and Sonia Marichic-Goudy of Century Engineering (virtually) met on July 21, 2020, with Senator Hocker and Representative Gray to discuss support for the sidewalk project.
- Discussion meetings were held with all but one affected property owner the week of August 24, 2020. A letter discussing the impact of the sidewalk to the property was sent to the one property owner who declined to meet.
- Follow-up letters were sent to the property owners in August 2020. Two responded with concerns regarding liability during construction. Those concerns were addressed. The Town requires any contractor working for the Town to provide proof of liability and workers compensation insurance.
- Staff will be working on requesting letters of support from the property owners by the end of September.
- Staff drafted letters of support and Century Engineering is reviewing them.
- In October 2020, staff mailed letters requesting support for our sidewalk project to the ten property owners involved. We also sent a follow-up letter at the end of October. We have received one objection and two letters of support as of October 30, 2020.

### **Dredging**

- We are currently working on an MOU with Freeman Companies and exploring Engineering firms.
- We are currently seeking proposals from two engineering firms.
- Met with members of the Dredging Committee to interview two engineering firms regarding the dredging project on July 1 and July 3.
- Anchor QEA of Lewes, DE was selected for the engineering work on the dredging project.
- We are working with Anchor QEA to set up a site visit.



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- A kick-off meeting with our engineer, Anchor QEA, Freeman and Company was held on October 16, 2019.
- The Site visit was held on October 28, 2019.
- Engineering work is currently being conducted.
- Along with Council members Merritt, Weistling, Consultant Tony Pratt, met with Anchor on March 9, 2020 to discuss project and next steps.
- On June 26, 2020, Council approved spending up to \$6,000 for a bathymetric survey of Little Assawoman Bay.
- Met virtually on, July 10, 2020, with Steve Bagnall of Anchor QEA to discuss dredging project.
- Met virtually on, July 21, 2020, with Steve Bagnall of Anchor QEA to discuss and update the Dredging Committee on the dredging project.
- In October 2020, Anchor was wrapping up the preliminary design drawings for the project to be provided to Freeman and Company to advance the MOA and to be used in the permit applications for DNREC and USACE.

### Corona virus

- Adopted Covid-19 leave policy. March 2020
- Adopted telework policy and form – March 2020
- Investigated teleconferencing tools- March 2020
- Drafted checklist for teleconferencing meetings- April 2020
- Drafted script for teleconferencing Council meetings- April 2020
- Coordinated efforts to continue operations remotely – April 2020
- Coordinated staff safety measures – alternating staff remote working and in office. April 2020
- Secured buildings May 2020.
- Stocked supplies to reopen safely. May 2020
- Developed re-opening procedures for Beach, Town offices and facilities.
- We have opened the beaches.
- Council adopted a resolution on May29, 2020, allowing additional outdoor seating at restaurants and outdoor sale areas.
- Council adopted a resolution on June 24, 2020, allowing farm produce stands in Fenwick Island when certain conditions are met.
- Council extended the Covid policy until December 31, 2020 at their August 2020 Council meeting.
- Fenwick Island residents were urged to get tested in October as we have seen a surge in the number of Covid cases locally.

Respectfully submitted,

Teresa Tieman

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- Discussed active shooter training for the beach patrol November 2, 2020.
- Attended virtual website training from the State's GIC division along with the Town Clerk on November 6.
- Attended virtual ACT meeting on November 6, 2020.
- Attended Governor Carney's update call on November 10, 2020.
- Attended a virtual introduction to Granicus/Host Compliance tracking software for rental licenses on November 12, 2020. This will be evaluated and may be included in the FY 2022 Capital plan.
- Attended a virtual meeting on November 13, 2020, with Century Engineering to strategize regarding next steps on the sidewalk project.
- Attended webinar on November 13, 2020 – Delaware Institute for Local Government 2020 – Moving from Shock to Recovery.
- Met with Rehoboth Beach Town Manager and Mayor on November 16, 2020, to discuss transitioning the ACT Presidency to Rehoboth in January.
- Received \$4,492 reimbursement for COVID related expenses from the CARES Act on November 17, 2020.
- Met with DNREC on November 18, 2020, at Lewes beach end to discuss a property owner issues.
- Virtually attended City Managers of Delaware meeting on November 18, 2020.
- Virtually attended the Delaware Sea Grant Advisory Board meeting on November 20, 2020.
- Due to the Covid Pandemic, we have decided not to have a Christmas luncheon and instead increase the usual Christmas gift card to \$75.
- Fenwick Island will be supporting our local businesses by participating in this December's "Shop Local Extravaganza". Fenwick Island is supplying two packages of a \$100 Visa Card, Fenwick Island Flag and License Plate. See the attached information regarding this program.

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project be moved up. Planning and Engineering are scheduled to start in July 2023, right-of-way work will begin in July of 2025 with construction beginning most likely in July 2026.

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- Follow-up letters were sent to the property owners in August 2020. Two responded with concerns regarding liability during construction. Those concerns were addressed. The Town requires any contractor working for the Town to provide proof of liability and workers compensation insurance.
- Staff will be working on requesting letters of support from the property owners by the end of September.
- Staff drafted letters of support and Century Engineering is reviewing them.
- In October 2020, staff mailed letters requesting support for our sidewalk project to the ten property owners involved. We also sent a follow-up letter at the end of October. We have received one objection and two letters of support as of October 30, 2020.
- Ten properties are affected by the sidewalk project. In November 2020, we received five letters of support (4 from affected property owners and one from the head of the Business Development Committee). Two letters were received that did not support the project. Three properties did not respond. One property verbally told us they had no issues with the project.
- We met with Century engineering to determine next steps for this project. As of November 13, 2020, we are currently waiting to meet with DelDOT.

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- In October 2020, Anchor was wrapping up the preliminary design drawings for the project to be provided to Freeman and Company to advance the MOA and to be used in the permit applications for DNREC and USACE.
- We received the 30% Design drawings for the bay dredging project from Anchor. These drawings will be used for permit applications. These 30% Drawings will be further developed in the final (bid set) design as we move on to that phase while the permit application review is ongoing.

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